MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 05/18/10
Time: 1:00 PM   –   3:00 PM

Attendees: Frank Siano (MDE), Kaushik Dutta (MDTA), Graham Petto (MDP), Julia Lukens (DBED), Michael Bentivegna (CGIS), Jon Curtis (Baltimore County), Ashley Buzzeo (CGIS), Bill Farrington (DJS), Brad Wolters (DHCD), Brad Spittel (BMC), Julie Spangler (MPS), Scott Jeffrey (CCBC), Lisa Lowe (DNR), Scott Messier(Baltimore County) and Rowland Agbede (MDA).

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- 1:00 PM – 1:05 PM Introductions

- 1:05 PM – 1:10 PM Review of May 4, 2010 Meeting Minutes

- 1:10 PM – 1:20 PM Security Subcommittee Updates

- 1:20 PM – 1:30 PM Data and Resources Subcommittee Updates

- 1:30 PM – 1:40 PM Application Subcommittee Updates

- 1:40PM – 2:10 PM Vision Document/Outreach Subcommittee

- 2:10 PM – 2:50 PM Business Plan Working Group Next Steps

    o   2:20 PM – 2:50 PM Concept Proposal

- 2:50 PM – 3:00PM Other Business

ACTION ITEMS:

Action Items:	Date Assigned:	Follow Up By:
Need volunteer to lead Outreach Subcommittee	5/18/10	Technical Committee
Metadata Services § Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap § Email Sent to Kenny § Agency leads from Tech Comm to make progress o Direct contact of data owners	Updated 5/18/2010; 4/20/10	Technical Committee; GIO
Contact DoIT representative to participate in Tech. Comm. (In Progress)	3/2/10	GIO
Check with DoIT about an existing state-level Change Control Policy	3/2/10	Co-chairs,

		GIO

Application Subcommittee Action Items:	**Date Assigned:**	**Follow Up By:**
Application Subcommittee: • Generate a Charter	4/20/10	Application Subcommittee
Application Subcommittee: • Recruit a developer to participate from CGIS	4/6/10	Michael Bentivegna; Kaushik Dutta
Application Subcommittee: • Recruit a developer to participate from MES	4/6/10	Brooks Weaver; Kaushik Dutta

Data Subcommittee Action Items:	**Date Assigned:**	**Follow Up By:**
Respond to Data Layer Prioritization Email	5/4/10	Data Subcommittee
Cache Tile Recommendation • Follow up with NSGIC State Responses	5/4/10	Data Subcommittee, Ashley Buzzeo
Data Subcommittee: • Draft a Charter	4/6/10	Data Subcommittee
Follow up with Policy & Procedures documentation for Data Submission and Services Submission	3/16/10	CGIS, Data Subcommittee

Outreach Subcommittee Action Items:	**Date Assigned:**	**Follow Up By:**
Obtain feedback concerning how to improve upon current outreach strategies	5/18/10	Outreach Subcommittee
Generate an email including a brief explanation of the Tech Comm's vision and the Portal web address (Include Lisa Lowe) • Email will be blasted by Tech Comm members to extended GIS community • Vision document needs to be updated to be included	Updated 5/18/10; 4/20/10	Outreach Subcommittee
Outreach Subcommittee: • Recruit participants • Setup a meeting / conference call with all participants	4/20/10	Outreach Subcommittee
Outreach Subcommittee: • Generate a Charter	4/20/10	Outreach Subcommittee
Obtain additional MD iMap Technical Committee members through outreach • Email potential new members (Doug Adams has potential member emails)	3/16/10	Outreach Subcommittee, Co-chairs

Security Subcommittee Action Items:	**Date Assigned:**	**Follow Up By:**
Obtain Enterprise Security Mapping Models from other states (In Progress)	5/4/10	Security Subcommittee

Completed Action Items:	**Date Assigned:**	**Follow Up By:**

<u>MEETING NOTES</u>:

§ TOPIC #1: Introductions(1:00PM – 1:05PM)
   § *Round-the-room.*

§ TOPIC #2: Review of May 4, 2010 Meeting Minutes (1:05PM – 1:10PM)
   § Need volunteer to lead Outreach Subcommittee
   § Need to formulate email for outreach
      § Include MSGIC list serve as recipients
   § Metadata Services
      § Email was sent to Kenny Miller
      § Agency leads from Tech Comm to make progress
         • Direct contact
   § DoIT representative actively participating in Tech Comm – IN PROGRESS
   § Data layer response request
      § New push to get responses
      § Outreach item to be handled – feedback for better outreach
      § Data out there and ready to be loaded
      § BMC conducting similar survey
         • Questions on survey:
            o Have (yes/no)?
            o File sizes?
            o In production?
   § Outreach reps
      § Each level needs to be covered (state, local, regional, universities, etc.)
   § Usage of available data
   § Cache responses – no update
   § Data Subcommittee – no charter yet
   § Security Models – Graham Petto has conducted some research
      § State of Hawaii had some published data
      § DoIT involvement for feedback
      § VIPER (Virginia contact?)

§ TOPIC #3: Security Subcommittee Updates (1:10PM – 1:20PM)
   § Additional resources needed (IT, security) for insite
   § Establish schedule
   § Detailed plan to Executive Committee (system & applications)
      § Levels of security
   § StateStat security still available?
      § Secure area expansion?
         • Who to access?
         • Who to add?
      § MD iMap container (small workspace_ running on own server
         • One instance
         • Can't handle high volume (too much = failure)
         • Patch (short-term fix)

- § Additional support to rally for permanent plan to Executive Committee
  - Review structure and analyze (met needs or not?)
  - Brief shared with non-tech Executive Committee members
  - Need direction from Exec. Comm.
- § Needs Assessment (Next Steps)
  - § Ask Kenny: Do we have go ahead to plan for plan?
    - User side
    - Policies
    - Community involvement
- § Proactively plan for a plan – suggest moving forward
- § Michael Bentivegna to setup another meeting for the Subcommittee (First week in June?)
- § DoIT involvement is critical

§ TOPIC #4: Data and Resources Subcommittee Updates (1:20PM – 1:30PM)
- § Next Tech Comm meeting (2nd hour)
  - § Data prioritization
  - § Cache tile recommendations

§ TOPIC #5: Application Subcommittee Updates (1:30PM – 1:40PM)
- § Email meeting to all Tech Comm from Kaushik (Friday, May 21, 2010 – Broening Highway @ 9:30AM – 2PM)
- § Flex well supported by ESRI now
- § DHCD application update
- § Pros/Cons of Silverlight & Flex document
  - § Product piece
  - § Got from someone outside of group
- § Portal to add link to source code
  - § Pieces of applications and links to code (code share)
  - § "MD iMap Developer Area"
  - § Link to ESRI source link
  - § Request Lisa Lowe à add links to code on portal
    - wiki to easily update, add another link?
- § Investigate best format to include – Brad Wolters
  - § wiki
  - § Update links
  - § Free Flex builder trial link

§ TOPIC #6: Vision Document/Outreach Subcommittee (1:40PM – 2:10PM)
- § Question of what MD iMap is – by MSGIC
- § Reassess MD iMap Vision, still on track?
  - § Portal: does it truly access all resources? (one-stop shop?)
  - § Server?
- § Need more succinct way to describe what MD iMap is (1 line statement)
  - § Add to Outreach documentation
  - § Few objectives of how to accomplish vision
- § Combine bullets 2 & 7 on current Vision doc

- § What is?
- § What is the future?
- § What is it to the state?
- § It is just web mapping to assist web applications or is it enterprise solution for state?
- § Follow up with Elliott Slanger about Enterprise Solution potential
- § Follow up with Kenny Miller about ELA progress

- § What System Architecture is needed for Enterprise GIS?
  - Original 2007 idea – designed to roll out as such
  - Backend – core data, process, updates (not as emphasized)
  - Emphasis on applications
  - Support applications and GIS community with Enterprise GIS
  - Reduce costs of doing GIS in the state
  - Long-term funding versus short-term application stand-up
  - GIS Stat recommendations move toward Enterprise GIS
  - Relax on application end and pick up on component end
    - o What would provide efficiency-request?
- § Enterprise GIS at state (Hybrid solution)
  - Forum for coordination with all jurisdictions
- § Need point of contact and point of decision
- § Need County/Local feedback
  - Give/take relationship with state
- § Purpose/Why putting this together?
- § Increase County involvement
  - Ex. – EMMA
  - Show need to supply county data
  - Public safety on MD iMap
  - Used by local reps
- § Parcel Outreach(22 of 24 counties have been met)
  - All open to idea
  - Issues
    - o State known to take and not give
    - o No update cycle setup
  - MD iMap reinforce long-term view
  - Change state-level perception
  - Provide a product back (support locally, support collaboration)
  - Data collected for specific, short-term project (singular focus)
    - o Setup upfront format for long-term sharing and availability
    - o Issue of dedicating staff/hours for cleaning data or adding additional value for others
- § Vision Statement
  - More technical
  - Long-term
  - Where we expect it to be?
  - Will Exec. Comm. turn down this statement?
  - Baltimore County wants more formalized acknowledgements of relationships

- o What commitment and stated expectations
- MD iMap past, present and future
- Avoid stating it is a statewide enterprise GIS
  - o Collaborative, scalable to Enterprise-wide solution
  - o Objective/goal of what it means to be enterprise
- Set broad vision, but with vision
  - o Intersection of all common needs
  - o Suit overlaps, avoid redundancy
  - o Not all things, to all people
  - o Supports what all do and saves money
  - o Not pulling from one place and putting it somewhere else
  - o Bridging gap, but each agency still needs to stand alone
  - o MD iMap authoritative source and common needs are met
- Spotsylvania County Government GIS Vision Statement (1 line)
  - o 6 functional areas
  - o Manage, maintain, effectively utilize, accurate, reliable consistent geospatial data and designed to grow with needs of state
  - o Enterprise-wide Goals ("consumers")
  - o Strategic Plan for GIS
  - o Tasks at hand (Phases)
  - o Needs Assessment
- Mention jurisdictions
  - o Coordination of local, regional and state needs
- § Check out Spotsylvania example and other samples and put some ideas together
  - 1 page (simple and to the point)

§ **TOPIC #7: Business Plan Working Group Next Steps (2:10PM – 2:50PM)**
- § Umbrella three plans

§ **TOPIC #7a: Concept Proposal (2:20PM – 2:50PM)**
- § Concept Proposal document outline steps of what to do with 7 foundation layers
  - § Use in conjunction with new Vision statement
  - § Works toward statewide procurement
  - § Audience:
    - Maintain workflow consistency
    - State coordination efforts to expand participation
    - Outline for Exec. Comm level to best use resources
    - Plans outlines, maintenance
- § Who should write the Concept Proposal?
  - § Potential organizing agencies:
    - ARC
    - BMC
    - WashCOG
    - Eastern Shore group
- § Need email from Kenny Miller to local GIS heads to get their needs considered
  - § Each county 1 representative

- § Concept Proposal recommendations by Kenny Miller
  - § Who to write?
  - § How to get buy-in?
  - § Should regional assistance be pursued?

- § TOPIC #8: Other Business (2:50PM – 3:00PM)
  - § *None at this time.*

-END MEETING-